

SECRET

Security - 11

3 SEP 1964

MEMORANDUM FOR: Acting Deputy Director for Support
THROUGH : Chief, Records Administration Staff, DD/S
SUBJECT : Alterations to Office of Security Space

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 8.

2. The efficiency and productivity of the Logistics Branch, Administration & Training Staff, as well as the security of its records, funds, and classified papers are adversely affected by the use of Room 4E-49, the Branch's working space, as (1) a principal access route to the Budget & Fiscal Branch and the Personnel Branch; (2) office space for the pneumatic tube station and Office courier; and (3) a duplicating center for the Office.

3. In order to improve the security of the area, protect Logistic Branch's funds, records and classified papers, control traffic flow, diminish interruptions, permit some privacy, and delimit working areas it is suggested that partial partitions be erected to form a corridor and working space in Room 4E-49 in accord with the attached sketch.

4. The Personnel Branch of the Administration & Training Staff occupies Room 4E-63 and acts as the central repository for sensitive Security personnel records. While the fourteen safes containing these records are arranged to offer some obstacle to the casual observer, there is no actual barrier between the files and the many people for whom we are required to use the room as reception and waiting area. Further, it is necessary to use this room, because of space limitations, as interview site for all clerical and professional employees entering on duty and terminating employment with the Office.

5. Having reviewed the use of this room in the light of security and efficiency, it is suggested that a secure area be constructed in Room 4E-63 for open shelf filing. The fourteen safes now used as containers for files will be released to the Office of Logistics for redistribution.

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6. The cost of secure area construction, including installation of an alarm system, has been estimated at \$1,850.00. The fourteen safes thus released are valued at \$2,744.00. Accordingly, the Agency would realize a savings of approximately \$1,000.00.

7. The Chief, Records Administration Staff has been consulted and has concurred below in the suggested changes in principle.

8. In the interest of efficiency and security, it is recommended that you approve the construction of a secure area in Room 4E-63 and the erection of partitions in Room 4E-49.

SIGNED


Acting Director of Security

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Attachment as Stated

CONCUR:



Chief, Records Administration Staff, DD/S

7/8/64
Date

Recommendation in paragraph 8 approved _____
Date

R. L. Bannerman
Acting Deputy Director for Support

Distribution:

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TRANSMITTAL SLIP		DATE
TO: Chief, Records Admin. Staff, DD/S		
ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS:		
<p style="text-align: right;">4/9/64</p> <p>To: Act DD/S, 7D-18 Ng O/S, 4E-60 Ng.</p> <p>The value of the Safes released is \$3900 instead of \$2744.</p> <div style="border: 1px solid black; height: 40px; width: 200px; margin: 10px auto;"></div>		
FROM: Acting D/S		
ROOM NO. 4E-60	BUILDING Hqs.	EXTENSION
<div style="border: 1px solid black; height: 20px; width: 80px; margin: 0 auto;"></div>		
<p>FORM NO. 241 1 FEB 55</p> <p>REPLACES FORM 36-8 WHICH MAY BE USED.</p> <p>GPO : 1957-O-439445 (47)</p>		

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